

SECRET

Approved For Release 2002/05/08 : CIA-RDP78-04718A001100030006-2

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT : Proposal for Establishment of the Career Service Staff, Office of Personnel

1. I have reviewed the material on the establishment of the Table of Organization for the Career Service Staff and approve the establishment of nine positions as outlined. The Director has approved the transfer of eight ceiling positions from his reserve.

2. It appears from the papers furnished that there should be a substantial reduction in the volume of work required of this Staff after the review and processing of initial applications for membership in the Career Staff. I am accordingly directing that the Management Staff audit the activities of the Career Service Staff on or about 1 February 1955, and report to me not later than 15 February 1955 on the progress made in reducing the work load and their recommendations as to the size of the Staff necessary to carry on the work after that time.

3. I realize that the establishment of grade levels for various positions is not in my area, however, from the management standpoint, it appears on the surface at least, that the outline of procedure for the Career Service program would not support the grades as requested. I would suggest that during the review by the Management Staff in February 1955, they also review the grades to be established on a continuing basis.

not used - Log

L. K. WHITE
Deputy Director
(Administration)

SA/DDA:RBS:hh (31 July 54)

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